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RULES AND REGULATIONS

FOR THE

GUIDANCE OF PERSONS EMPLOYED

BY THE

ONTARIO, SIMCOE, AND HURON

RAILROAD UNION COMPANY:

INSTRUCTIONS FOR RUNNING TRAINS, etc.

To take effect from the 1st February, 1854.

SUPERINTENDENT'S OFFICE,
O. S. & H. U. R. R., 1st Feb., 1854.

TORONTO:

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GENERAL REGULATIONS.

1.—Every Employee will be furnished, on application at the Superintendent's Office, with a copy of the Regulations of the road, or of such parts of them as may relate to his duties, and no one must take charge of Works or of any business on the road without first receiving a copy.

2.—Every Employee is required to make application for the Regulations relating to his duties, and to make himself thoroughly acquainted with whatever instructions, printed or otherwise, may be given to him by the Superintendent or by his order.

3.—Employees who may be unwilling to co-operate cordially in carrying these Rules and Regulations into effect, or who may in any way be disposed to cavil at them, are requested not to remain in the service of the Company.

4.—Every person employed by the Company is expected to devote himself exclusively to its service, during the prescribed hours of the day or night and to reside wherever he may be required. He must promptly obey all persons who may be in authority over him, and conform strictly to the regulations that may be in force; and he will be liable to immediate dismissal for disobedience of orders, negligence or incompetency.

5.—No one, whatever may be his rank, will be allowed to ABSENT HIMSELF FROM HIS DUTY without the permission of the head of his Station or Office.

6.—No one will be allowed to quit the Company's ser-

vice without giving, at least, one week's notice of his intention.

7.—All persons leaving the Company's service must deliver such of the Company's property as may have been entrusted to their care, to the persons duly appointed to receive it.

8.—Rudeness or incivility to passengers will, in all cases, meet with IMMEDIATE PUNISHMENT.

9.—All parties in places of trust must report any misconduct or negligence, affecting the safety of the Road, that may come to their knowledge; and their withholding any such information will be considered as a proof of NEGLECT or INDIFFERENCE on their part.

10.—All employees of the Company are required to exercise the greatest care and watchfulness, to prevent injury, or damage, to persons or property, and in doubtful cases to take the safe side. Where the instructions may not be understood, they shall so act as in no way to compromise the safety of the road, seeking afterwards, with the first opportunity, the necessary explanation from the proper authorities.

11.—No smoking will be allowed in any of the Freight Houses, or on the Engines or Tenders, nor on the Baggage, Passenger or Freight Cars, except in such places as may be appointed for that purpose.

12.—Each Conductor, Engineer, Station Master, Master of Track Repairs, Switch Tender, and Foreman, must have in his possession, a copy of the Time Table and Regulations then in force; and they are REQUIRED to keep themselves informed, by FREQUENT ENQUI-

RIES, at the Terminal Stations, or at such other places as may be appointed, of any changes in the regulations that may be made. They are to adhere faithfully to the prescribed regulations, and have NO discretionary power to vary from them, unless such variation may be necessary for the SAFETY of the road; and they must immediately report all such deviations, with the cause thereof.

13.—Such persons as are, by law or by regulations, required to wear Badges, must not appear on duty without them.

14.—In case of collision, it will be assumed that the Engineers and Conductors of BOTH TRAINS have neglected some of the precautions, whether written or not, which are necessary for the safety of the Road.

15.—All persons, when at work upon the track, are strictly enjoined to GIVE NOTICE of any obstruction caused by the work, by exhibiting the proper signals of caution or danger at a distance of at least EIGHTY RODS in each direction from such obstruction; and all Conductors and Engineers are required to RESPECT signals when so exhibited.

16.—Track-repairers MUST REPORT every instance of neglect on the part of Engineers to respect THEIR SIGNALS; and Engineers and Conductors must report all cases where Track-repairers FAIL TO EXHIBIT Signals where required.

17.—Any alterations which may be made in these instructions will accompany the Time Tables, as special instructions, and will continue in force only so long as the Time Table to which they are attached continue in use.

SIGNALS.

1.—ALL Flags or Lanterns, if RAPIDLY MOVED, or SWUNG to and fro, are SIGNALS OF DANGER.

2.—A RED FLAG BY DAY, and a RED LANTERN BY NIGHT, when SHEWN, or SWUNG on the track, are SIGNALS OF DANGER, on seeing which the Engineers must STOP the Train. All Signals violently given, are also to be considered Signals of DANGER. Red Flags or red Lanterns will NEVER BE USED as Signals of caution only, but always of DANGER.

3.—A BI-COLOURED FLAG (combined, red and white), or a GREEN LIGHT, is a Signal of CAUTION, and when exhibited, Engineers must proceed SLOWLY.

4.—TWO WHITE LIGHTS, placed HORIZONTALLY, are used for all Switches, while on the MAIN TRACK:—they will shew RED LIGHTS in all other positions.

5.—ONE large WHITE LIGHT must always be exhibited on the FRONT OF ALL ENGINES on the road after dark.

6.—TWO RED Lanterns will be hung on the rear of all Trains that are on the road after sunset; the Lanterns must be hung horizontally, as FAR APART as the cars will admit.

7.—A RED FLAG,—and at night a RED LANTERN—placed on the FRONT of an Engine, indicates that the Engine or Train is to be followed by another.

8.—ONE sound of the Whistle is the Signal to stop,

and to APPLY the Brakes; TWO sounds of the Whistle is the Signal to LET GO the Brakes.—and when not in motion,—of STARTING the Train.

9.—THREE sounds of the Whistle is the Signal FOR BACKING the Train.

10.—SEVERAL rapid sounds of the Whistle is the Signal for wooding up.

11.—EVERY Passenger or Freight Train must be furnished with a SIGNAL CORD, connecting the rear Car of the Train with the Whistle or Gong of the Engine, for the notification of the Engineer in an emergency.

REGULATIONS for RUNNING TRAINS.

1.—All Trains moving **South** have the right of the Road against Trains of their **own Class** moving **North.**

2.—Passenger Trains have a right to the Road against **all other** Trains.

3.—Passenger Trains moving **North go on the siding** at the regular passing place, and if the Train moving South does not arrive **on time** the **Northward bound** Train will wait thirty minutes beyond **regular time,** and if the Train due does not then arrive, **both** become **irregular,** and must proceed slowly, sending a **Flag** ahead at least **half a mile,** when passing round curves, or where the view is obstructed.

4.—If the Passenger Trains moving **South** do not find the Northward bound Train at the place appointed for meeting:—the Train moving South is to wait **ten minutes,** aud if the Train due does not then arrive, is to proceed keeping **ten minutes behind** time at each station.

5.—The regular Freight Trains have the right of Road against **all irregular** Trains, and irregular Trains must **never** run on the time of any regular Train.

6.—The Freight Trains moving **South** have the right of the Road against Freight Trains moving North—the **latter** must go on the Sidings at the Passing places.

7.—When the Freight Trains moving in **either**

direction do not meet the Passenger Trains at the regular passing places, as appointed on the Time Tables in force: they are to wait until the Train due has passed, or until they receive such intelligence of it as will enable them to proceed with safety. They are to be careful in so doing **not** to run on the time of **any** other Train.

8.—If the Freight Trains moving **North** do not meet the Freight Train moving South at the passing place, **on time**; the **Northward** bound Train must wait thirty minutes; and then proceed as directed for passenger Trains, (in paragraph No. 3,) unless such detention has placed them on the **time** of some **other Train** in which case they are to wait until **all** due Trains have passed, and until the **Road is clear** by the Time Table.

9.—If the Freight Trains moving **South** do **not** find the Freight Train moving North on the Siding at the appointed passing place, they are to proceed as prescribed for passenger Trains, in paragraph No. 4, taking care not to run on the time of any **other Train.**

10.—When a Train **follows another,** the forward Train must carry the **prescribed Signal,** on the front of the Engine; (a red Flag by day: a red Lantern by night,) and the following Train must never approach nearer than **two miles** from the forward Train, except at Stations.

11.—If two regular Trains meet, **each** carrying a Flag, the Train moving **North,** and the one following it, must remain on the Siding until **both Trains** moving South have passed.

12.—**All** irregular and working Trains must be run so

as not to be **in any case** on the time of the **regular** Passenger or Freight Trains; and they must, in **all** cases, be on the sidings at least **fifteen minutes** before a Train is due by the Time Table.

13.—Regular Trains must not, on **any consideration,** be run **ahead** of their Time.

14.—**A continued sound** of the Whistle of all Engines must be made when approaching any Station, **half a mile** before arriving at it; and the Bell must be rung **80 rods** from each level road crossing, and must be continued ringing until the Train has entirely crossed it.

15.—Trains must **never** arrive at any Terminal Station **ahead** of their time, nor at any Stations except as allowed in the Time Tables.

16.—In **all** cases when a Train, of whatever description it may be, is stopped on the main Track, except when **on time** and at a regular stopping place, a flag by day and a light by night must be sent at least 80 rods in each direction, to warn approaching Trains. It will be the duty of the Conductor, or person in charge of the train, to have this duty performed.

REGULATIONS FOR STATION MASTERS.

1.—BEFORE the arrival of each Train, he must be careful to ascertain that all SWITCHES IN THE NEIGHBOURHOOD OF HIS STATION are in the proper position: That the Track and Siding are free from all obstruction, and that the crossings near his Station are kept clear. SWITCHES MUST ALWAYS BE ON THF MAIN TRACK, EXCEPT WHEN IN ACTUAL USE; the Station Master will in all cases be held responsible for their proper position. HE WILL ALSO be held responsible for MAINTAINING THE PRESCRIBED SIGNALS on the SWITCHES, or other places, as may be directed.

2.—He will see that all the buildings at his Station, are kept in good order, and must be careful after the passage of EVERY TRAIN, to see that THEY, as well as all other property about the Station, are SAFE FROM FIRE.

He will be particular to see that Passengers' luggage is delivered with all possible despatch, and that what is not claimed, is TAKEN CARE OF, AND REPORTED to this Office without delay.

3.—In case of accident to any Train on the Road, he will upon receiving information thereof, act in such way as to give the earliest possible assistance, and to prevent as much as possible any subsequent detention, but at the same time must be careful NOT IN ANY WAY TO ENDANGER OTHER TRAINS, or interfere with the

Rules respecting the places of meeting as given to the Conductors.

In case of any damage to the Track, or any of the structures on the road, coming to his knowledge, he must IMMEDIATELY dispatch some person to notify the Track repairers, and he will also SEE PERSONALLY that it is promptly repaired,—and in case the regular Track repairers are not at hand, he will employ others to repair it, taking, if necessary, the proper measures to warn Trains approaching the spot.

4.—It will be his duty to see that persons employed about the Station, in his charge, or on the Trains while at his Station, properly perform their duties, and are civil to Passengers of every Class, duly and promptly reporting to this Office every derilection of duty on their part.

5.—He will be careful to notice that a proper SUPPLY OF WATER is kept in the Tank, and that a sufficient quantity of wood is kept on hand, and sawed, any deficiency n either to be immediately reported to this Office, and the cause of such deficiency. He will also take care that Wood, as well as all other Stores, are economicaly expended especially that there be no waste of Oil, or Fuel.

6.—He must not on **any account** allow Cars or other obstructions to remain on the **Main Track.**

7.—He will attend to the sale of Tickets at his Station, he will receive and dispatch Freight, and deliver such as arrives at his Station. For all freight he receives, he will give receipts, provided duplicates are furnished describing the goods, ready for signature; one of these to be filed for reference in his Office. For all goods arriving at his

Station over the road, he will be careful TO OBTAIN PROPER RECEIPTS BEFORE DELIVERING THEM TO THE CONSIGNEES, and in no case part with them unless upon WRITTEN ORDER OR RECEIPT OF THE CONSIGNEE.

8.—He must use every exertion for the expeditious discharge of Station duties, and for ensuring punctuality of the Trains; and must not ON ANY CONSIDERATION detain the Trains beyond their regular time for starting, nor allow others to do so.

9.—With all goods dispatched or forwarded from his Station, he will send with each consignment a Way Bill, in the prescribed form, entering the same in his "GOODS OUT BOOK"; he will in all cases sign the Way Bill as "STATION MASTER SENDING." All Goods arriving at his Station will be accompanied with a Way Bill, which must be checked over with the goods, to ascertain if they are correctly delivered, and then signed by him as "STATION MASTER RECEIVING"; it is then to be CAREFULLY ENTERED upon his "GOODS INWARD BOOK."

10.—When the Way Bill with goods inwards has been signed, it will be considered as an acknowledgment that the goods arrived, and the Station Master will be held accountable for them. When Goods do not arrive according to the Bill—The Way Bill is not to be signed nor entered, and all particulars of the deficiency must be promptly reported the **same day**.

11.—He must make a DAILY REPORT of Tickets sold in the form furnished, transmitting the same DAILY to this

Office, with the proceeds; this remittance must be made by the first regular Train to Toronto, after the close of the day's business reported; he must also make a "WEEKLY REPORT" of the Traffic business of his Station, "INWARDS AND OUTWARDS," for which printed Forms are furnished.

12.—He must make a DAILY report to this Office of the EXACT TIME of the ARRIVAL or DEPARTURE of all Trains, regular or irregular, at or from his Station, and he must take care to ascertain, at all convenient times, if the time at his Station agrees with the time in this Office, by comparing his Time Keeper with the Conductor's Watches.

13.—He must report minutely every accident, however trivial, with all attending particulars, giving the names of parties in charge of the particular department or work in which it occurs.

14.—He will in all cases remember that all charges on Goods are PAYABLE ON DELIVERY, and that IF THE CHARGES ARE NOT COLLECTED THE GOODS MUST BE ON HAND. HE will be DEBITED with all freight charges to be collected at his Station.

15.—He must not on any occasion, be ABSENT FROM HIS STATION, without first reporting to this Office, and obtaining permission IN WRITING, and giving an opportunity to place a competent person IN CHARGE during his absence, in case of illness he must immediately report, and cause a competent person to perform his duties until relieved.

16.—In all cases where these or any other instructions

hereafter given him may not be understood or the least doubt exists as to their interpretation, he will immediately write to this Office for explanation, AS NO EXCUSE WILL BE ADMITTED FOR MISTAKES OR MIS-APPREHENSION.

17.—If any obstruction exists on the main Track, which cannot be removed in proper time, the Station Master must send a flag each way, at least 80 rods, to warn approaching Trains, and for this service every employée is bound to obey the Station Master.

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FREIGHT AGENTS.

The Freight Agents at the Terminal Stations will be required under the general instructions of the Superintendent to manage all the Freight business of the road which may have connexion with their respective Depots.

They will be held responsible for the punctual dispatch of Freight by the Trains, and for the due delivery of such as may arrive over the road, in accordance with the Way Bills accompanying it, as well as for the regular shipment of such as is required to be forwarded over the Company's Wharves. In all cases taking sufficient receipts for its delivery in the form that may be prescribed.

In dispatching Freight it will be their duty to see that it is properly loaded and so disposed as to be readily accessible, when destined for delivery at any of the Way Stations, and to take care that the Conductor so places the Cars in the train that they may be conveniently left where required with the least possible delay.

It will be their most important duty to see that all goods whether going Outwards or coming Inwards, are accompanied by Way Bills, made out on the prescribed Forms, and to have them duly entered on the Books of their office, and especially to ascertain that the rates are levied according to the established Tariff, or to such special contracts as he may be advised of by the Superintendent, and to report to him any deviation that may have been made by any of the Company's Agents from those rates.

It will be their duty to enquire into and report upon all

cases where Freight may be claimed to have been lost or where it has been detained, missent, or damaged; to ascertain, when possible, the cause thereof, and to make the same known to the Superintendent.

They are to keep an accurate record of all the Freight business of their respective Termini, in such Forms or Books as may be directed, and to make returns thereof to the Superintendent, at such times and in such forms as may be by him directed.

They are on no account to deliver Freight to its owners or consignees, until the charges are paid, unless in cases where special directions to that effect may be given to them in writing, by the Superintendent; nor are they to deliver any without receiving a proper and sufficient receipt therefor, bearing in mind that the goods must always be in their hands, or the charges must have been collected.

They are to Sign all Way Bills of goods sent out as "**Freight Agent Sending,**" and all Way Bills of Goods arriving as soon as the goods are checked off and ascertained to be correct as "**Freight Agent Receiving,**" and these latter must be filed for reference in the Freight Office. They are in no case to sign receipts for goods to be forwarded, unless such receipts are furnished by the Consignor in duplicate, and one of them retained in the Freight Office for reference; such receipts must fully describe the goods, and state the name and address of the Consignee, and their weight, together with the name of the Station to which they are to be sent and their further destination, if to be forwarded. Much im-

portance is attached to the strict enforcement of this rule.

It is also their duty to see that the Conductor, Engineer, Breaksmen, and all other persons employed on the Freight Trains, properly perform their duty, while engaged about the Depot; as they will then be considered as under the direction of the Freight Agents, so far as the working the Freight business is concerned.

They are to pay all monies received by them into this office, at least once in each week, and oftener if necessary, and to make out the Weekly and Monthly Statement as required.

Generally it will be their duty to see that the "Freight Tariff and Conditions," which may be in force at the time, is strictly enforced.

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REGULATIONS FOR CONDUCTORS.

1.—The Conductor will have entire charge and control of the Train, and of all persons employed on it, disregarding orders from any but the Superintendent: he will be responsible for its movements while on the road.

2.—He will be responsible for having his Train made up and at the Station thirty minutes before the starting time, and must in all cases report the cause, when his Train is delayed beyond that time. He must start his Train from each Terminus precisely at the appointed time, and must cause it to be run according to the rate appointed by the time table in force, carefully reporting every deviation and the cause thereof.

3.—He must see that the regulations of the Road are observed by those under him; and it is his duty to report immediately any neglect of duty on the part of Enginemen, Brakemen, or others employed on it.

4.—He must see before starting his Train from any Terminal Station, that his cars are clean, and in good and safe order; particularly examining the Wheels, Axles, Brakes and Springs, and while on the road, that the Routine duties of those employed on the Trains, whether detailed in these instructions or otherwise, are faithfully attended to.

5.—He must see that he has upon the Train, proper Signal Flags, and a sufficient number of Lanterns, for forming the Signals, as prescribed by the regulations of the road, spare Shackles and Pins, Oil, and waste.

6.—He must see that he has a Signal Cord properly

connected, and that he is provided with the customary Papers, Dispatch Bag and Boxes.

7.—Conductors must be careful never to make the Signal for starting, while Passengers are getting into or out of the Cars, and should in making it, stand near the front end of the front Passenger Car. It is his duty also to have the Bell on the Engine rung, at least ten minutes prior to the time of Starting, and to notify Passengers that the time is up, at least two minutes before starting the Train. He must notify Passengers on approaching each Station.

8.—He will call the attention of the Repairer of Cars; or of the Station Agent in his absence;—to any damage which may have been done to the Cars, or to any which may come to his knowledge, that it may be promptly corrected, and he must notice these in his Reports; also stating the name of the officer to whom he reported the repairs required.

9.—He is responsible for attaching the Tail Lamp or Lamps to the last Car of the Train, and must see that the Red Flag or Signal Lantern is upon the Engine, when his train is to be followed by another. When a Car is detached on the Way, he must see that the tail lamp or lamps are removed, and re-attached to the Train.

10.—He will make no stops longer than are necessary for the business of the Road. And he must not stop to take on or let off Passengers other than at the regular stopping places, except on written order of the Superintendent.

11.—Whenever an Extra Train or Engine is to follow another, notice thereof must be given to the forward Train,

and the Conductor must notify the Station Masters and all Conductors whom he meets, of the fact, besides carrying the proper Signal, and when he arrives at the Station beyond which he is directed, NOT to flag the Train following him, he is to notify the Station Agent, or other person in charge of the fact, in order that he may give notice thereof to other Conductors or persons interested. Trains when they are to be followed by Extra or irregular Trains, MUST NOT on any account be STOPPED, WHERE THE VIEW FROM BEHIND IS NOT CLEAR, FOR A DISTANCE SUFFICIENTLY GREAT TO STOP A TRAIN AFTER COMING INTO SIGHT. Should such a stoppage become unavoidable, a proper SIGNAL MUST BE SENT BACK, to stop approaching Trains.

12.—He is not to permit the sale of Books, Papers, or Refreshments in the Cars, without a written license from the Superintendent.

13.—He must not allow any person to ride in the Baggage Car, excepting the Baggage Master; nor must he permit Passengers under any pretence, to stand on the Platforms of the Cars.

14.—It will also be his duty to prevent Passengers endangering themselves, by imprudent exposure. In the event of any passenger being drunk or disorderly, to the annoyance of others, he must use all gentle means to stop the nuisance, failing which, he must for the safety and convenience of all, exercise his authority, and keep him in a separate place, until he arrives at the next Station, where the Passenger must be left.

15.—It is the Conductor's duty to check the Enginemen when they run unsafely, and to prescribe to them, when he sees fit, the regular rates allowed on the Table, or slower rates, if the Track is in bad order, and to require of him attention to the Rules of the Road; negligence or recklessness, on the part of an Engineman, will be taken as a proof of the inefficiency of the Conductor; unless such conduct has been duly and distinctly reported, on every occasion of its taking place. He will at the same time, treat the Engineman with that consideration due to his very responsible duties; he is always to advise with him in cases of difficulty; and when any doubt exists he, as well as the Engineman, are required to act on the **safe side.**

16.—In case of Accident, by which the Train is stopped or Passengers injured, the Conductor must remain by the Train; but despatch immediately, intelligence to the Trains coming from each way, what course to pursue, and for this or any other purpose connected with the accident, it will be the duty of Track Repairers, Persons in charge of or employed on Gravel and Freight Trains, and of all other Employees of the road, to render such Service as he may require. Care must be taken to station men with Red Flags by day, and Red Lanterns by night, in each direction from the spot, at a **sufficient distance** to allow **approaching Trains** to stop. The Superintendent is to be notified as soon as it is possible to do so, of any accident, and the messenger must be directed to deliver his errand in person.

17.—He will also if necessary, send to the several Depots

for assistance; and for Medical Aid if wanted: for which purpose Conductors should make themselves acquainted with the names and residences of Physicians and Surgeons, living near the road.

18.—The Conductor will take the best measures within his reach, to have the Train forwarded with the least possible delay. When the Train is ready to proceed, the Whistle Signal for wooding-up, will be used, to call in the men stationed out.

19.—Great importance is attached to the prompt delivery of Letters, Way Bills and Dispatches, consigned to the care of a Conductor, and any neglect in this particular, will be severely dealt with.

20.—The **Freight Conductor** is expected to do his duty promptly and with dispatch, at the Stations, and to run with regularity when not interrupted by delays in the Trains, and to be at all times mindful that he is running his Train to do the business of the road.

21.—He is expected to attend to the making up of his Train, and to the reasonable requirements of the Station Masters, under whose directions he will consider himself, in so far as the business of the Station at which he may be, is concerned.

22.—He must ASCERTAIN before leaving each Station, the DESTINATION OF THE GOODS contained in the Cars, he takes therefrom; and it is his duty to take charge of and deliver to the proper persons, all way bills of the goods sent by his train, as well as any other letters, papers, or dispatches, which may be entrusted to him by the Officers of the Company. He will also be

accountable for the due delivery of Way Freight at its proper destination.

23.—It will be his duty to see that the DOORS of Freight Cars are always closed and **locked**; and keep the Brakemen at their Proper Stations; whenever delay occurs at a Station, from Freight being improperly stowed, he is required to report the circumstance on the same day.

24.—He will have leisure on the road to examine the Wheels, Brakes and Journals of his Cars, and can have no excuse for allowing them to be neglected, or the Journals to become heated on the Road. It will therefore always be presumed that the Conductor is inattentive to his duties if they are neglected.

25.—It will be his duty to make himself acquainted as far as practicable with the condition of the goods conveyed in the Train, and when they are so stowed as to be liable to damage, to change the stowage, or leave them at one of the Stations, if necessary to be forwarded more safely by another opportunity.

26.—It is a very important part of his duty to attend strictly to the removal of empty Cars, from Sidings where they are not wanted. Timber Trucks, and other Cars, must be collected when empty, and returned with the least possible delay, to the points where they are again to be loaded.

27.—If from any cause, it becomes necessary to leave a Car, or Freight in any shape, where it does not belong, he shall note the facts on the Back of the Way Bill, and give notice in writing to the Master of the Station where left,

without delay, and shall use all other means in his power, to have the same forwarded to its proper destination, with the least possible delay; and in no case must it remain over twenty-four hours, even if the Conductor of another Train be obliged to leave some from his Train to take it; perishable property must not be so left. Agents are authorized to discriminate as to the kind of Freight to have the preference.

28.—He will see that all Switches are left in their proper position, after he has passed or used them.

29.—The proper Station for the Conductor of the Freight Train, while the Train is in motion, is on the last Car of the Train.

30.—While waiting at Stations, he will do such switching as may be required by the Station Agent.

31.—Conductors of both Passenger and Freight Trains, must make all such returns or reports as may be required by the Superintendent, of the Business of their Trains; and especially are they to report circumstantially, in writing, every accident happening to the injury of their Trains, or of others, as well as all accidents occurring on the road that may come under their notice; for which purpose they will be furnished with the prescribed Blank Forms, and it is their duty to apply for and keep a proper supply of the Forms required.

32.—Conductors are required to compare and regulate their Watches by the Clock in the Superintendent's Office in Toronto, as frequently as possible, or at such other place as may be directed in writing.

33.—Conductors of Freight Trains are strictly forbidden

to carry **any passengers whatever,** except on the **written** order of the Superintendent. Conductors of Passenger Trains are not to carry any free Passengers, except such as are provided with a pass signed by the Superintendent. Any violation of this Rule will be severely dealt with.

34.—All money collected by Conductors, and by Baggagemen, (for whose duties the Conductors are responsible) must be daily paid over to officers having charge of the same, and must be accompanied with a report in the prescribed form.

35.—All Conductors are required to wear, while on duty, a conspicuous badge, marked, "**Conductor.**"

REGULATIONS FOR ENGINEMEN.

1.—The Engineman must not start his Train until directed by the Conductors, nor until the Whistle be sounded, or the Bell be rung. He must, invariably, start WITH CARE, and observe that he has the whole of the Train before he gets beyond the limits of the Station; and he must run the Train as nearly to TIME as possible—arriving at the Stations neither too soon nor too late—and must on no account arrive before his time.

2.—He will be responsible that the SIGNALS for starting and stopping, made by the Conductor, are attended to.

3.—He must cause the Bell to be rung, or the Whistle to be sounded, where directed, and at least eighty (80) rods before arriving at any ROAD CROSSING, and to be continued until he pass it, and the neglect of this precaution, REQUIRED BY LAW, will in all cases be severely dealt with.

4.—He must sound the Whistle with a continued sound at such places only as shall be indicated by Posts, erected for the purpose, marked "W," or "Whistle," or such other places as may be, from time to time, directed by the Superintendent, and when within half a mile of the Stations.

5.—He must pass by Stations where his Train does not stop, at a much reduced rate of speed, and must pass very slow where Trains are receiving or discharging Passengers.

6.—When attached to a Train he will be subject to the

orders of the Conductor, who has EXCLUSIVE CHARGE of the Train, and who will direct him when to start, and when to stop; this clause, however, WILL NOT relieve him from the responsibility of taking all possible PRECAUTIONS for avoiding danger; nor is he on any emergency to deviate FROM the RULES of the road, even if ordered so to do by the Conductor, unless both himself and the Conductor ARE AGREED as to the SAFETY and NECESSITY of so doing.

7.—When at a Station, and not attached to a Train, he will be subject to the orders of the Station Master.

8.—When not on road duty, he will be governed by such instructions as he may receive from the Master of Engine Repairs.

9.—Every Engineer, in approaching a Road or Switch, should move at a MODERATG SPEED, and see that the way is CLEAR before he reaches it. If the Switch be not seen to be RIGHT, he should STOP until he is quite sure, and a very good excuse will be required for running off at a Switch left on the WRONG Track. The absence of the proper Lights at those Switches or crossings where they should be shewn, is to be considered as a Signal to STOP THE TRAIN, which the Engineer MUST always do, and he must not proceed until he is SURE that all is right; all such omissions of Lights, must be immediately reported to the Superintendent.

10.—In running BEHIND another Train, he must so run as to allow the Train in front of him to be at least ONE MILE AHEAD, excepting when coming to Sta-

tions; and in running round, or entering a curve, particular CAUTION must be used to avoid the possibility of running into the leading Train. NO EXCUSE, as to being deceived about the distance, will be received for a neglect of this rule.

11.—He must keep a good LOOK OUT as he moves forward for any SIGNALS, either from the repair men, or from any other person, or for any indication of DANGER made to him all which he is responsible for seeing, and IMMEDIATELY attending to; and he must OBEY ANY SIGNAL made by a Repair-man, or other Servant of the Company, even if he should see reason to think such Signal unnecessary. The lives of the Passengers are entrusted to HIS CARE, and it is fully expected that he will not only attend to EVERY Signal made to him, and to ALL his instructions, but also that he will, on all occasions, be VIGILANT AND CAUTIOUS himself, NOT trusting entirely to Signals or Rules for safety, but govern himself by a consideration of the GREAT responsibility as to the safety of life which rests upon him.

12.—He must always approach a Station, in such a way as to be prepared to find a Train OUT OF PLACE, and to ACT, accordingly; and he must have his Train WELL IN HAND in approaching all Switches.

13.—He is in no case to SUPPOSE any thing contrary to the regulations of the road; nor is he to NEGLECT any precautionary measures because he may not see a necessity for them in any particular case.

14.—He shall not allow ANY PERSON to ride on the Engine while it is hauling a Train, or on the Tender

thereof, other than the proper Fireman, unless upon the WRITTEN authority of the Superintendent; and all such passes as are for one trip only, must be COLLECTED by the Conductor of the Train.

15.—He must not proceed AFTER DARK without the proper LIGHTS on the front part of his Engine. If the proper Lanterns of the Engine are out of order, he shall place in front of the Engine common white Lanterns, which will be furnished to him by the Conductor, on application.

16.—He must see that the Signal Cord is properly CONNECTED with the Whistle or Gong of his Engine BEFORE starting the Train.

17.—He must carry a Red Flag by day, and the prescribed Signal (Lamp) by night, when ORDERED SO TO DO by the Conductor, as a Signal that another Train is following him, and he will be responsible for keeping these Signals in a PROPER POSITION, and so displayed as to be easily SEEN BY PERSONS ON THE ROAD, who are required to notice them.

18.—He is held responsible that his Engine is neat and clean, and in good working order, before it leaves the Engine House; that the spark arrester and wire netting over the smoke-pipe are in good condition, and that there is a sufficiency of Wood and Water in the Tender; he is also to take care that he is provided with a proper supply of Oil and Tallow for his Engine.

19.—He must see that his Engine is provided with a pair of Screw Jacks, large Lantern for the front of Engine, two or three small White Lanterns, Red Flags,

and all tools necessary to meet casualties, and he must not leave the Engine House or Station without them.

20.—He is never to leave his Engine in Steam, without shutting the Regulator, throwing the Engine out of gear, and putting on the Tender brake.

21.—He will not be allowed, except in cases of accident or sudden illness, to change his Engine on the journey, nor to leave his Station without permission.

22.—He is strictly forbidden to throw wood or waste, or allow the same to be thrown from the Tender, while the Train is in motion.

23.—He is strictly enjoined to start and stop the Train slowly and without a Jerk, which is liable to break the Couplings and Chains, as well as to injure the Passengers; and he is further warned to be careful not to shut off Steam suddenly, (except in case of danger,) so as to cause a concussion of the Cars.

24.—The utmost care must be exercised in pushing Cars into Turn outs; so as to avoid injuring the Cars, or other property of the Company.

25.—Stations must not be entered so rappidly as to require a violent application of the Brakes, or the sounding of the Whistle Signal necessary, and every instance of over-shooting the Station will be reported.

26.—Whenever he sees the Red Signal or any other, which he understands to be a Signal to stop, he is to bring his Engine to a stand, close to the Signal, and on no account to pass it.

27.—When Passenger Trains are behind time, he is at

liberty to make it up, in whole or part, with the consent of the Conductor, when he can do so with safety, provided that he run cautiously and at moderate rates on the Curves.

28.—When a Conductor is disabled, the Engineman will be held responsible for the safety of the Train, until a proper person takes charge of it.

29.—Enginemen of Freight Trains, excepting Cattle Trains, must always take their Wood between Stations, when there is any ready, and never at Stations where Passenger Trains wood up; except in cases of absolute necessity.

30.—At the end of the trip, every Engineer must take care of his Engine, and in no wise leave it until it is safely deposited in the Engine House; after which he must examine it, and report to the Superintendant of Locomotives anything that he may know or find to be wrong, that he cannot himself rectify; and must also adjust his own Pistons, connecting Rods, Eccentrics, or any other part requiring adjustment, and also do his own Packing, and clean out his Boiler as often as necessary.

31.—Every Engineer must make the returns required of all particulars connected with his Engine on the prescribed forms.

32.—Firemen are to be entirely under the control of the Engineer, when on the road, and it is the duty of the Engineer to see that he keeps his Engine clean, and things in their proper places, as he will be held accountable for the good appearance and condition of his Engine.

33.—No Fireman employed by this Company, will be allowed to Run an Engine.

34.—The Superintendent will suspend Engine or Fireman for neglect of duty, disobedience of orders, from proper authorities, and for neglect of these Regulations.

35.—When not attached to an Engine, or when his Engine is off duty, or disabled, the Engineman will be under the direction of the Superintendent of Locomotives, or the Master Machinist.

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BAGGAGE.

1.—Station Agents or Baggage Masters, will receive from Passengers all baggage to be forwarded, and mark it plainly, they will deliver it to the Baggage Masters of the Trains, and will take charge of all Baggage left by them. The person receiving the Baggage will only take such as can be carried and handled without liability to damage. He will not on any account take charge of paper parcels, nor of other Packages, unless they have some loop or strap, to which the checks can be attached; and he will in all cases attach a check to each piece of the Baggage delivered to him, and hand the other to the owner of the Baggage: he will not deliver the Baggage to any person, except on the Claimant producing the duplicate of the check attached to it.

2.—Every person authorized to take charge of Baggage, must wear a conspicuous Badge, marked "Baggage Master," and they must in all cases be very careful not to make any mistake in marking, forwarding, and delivering Baggage, and must use all diligence when any is lost to look it up. Negligence in any of these respects, will subject the party in fault, to having **to pay** the damage sustained by the Company, through his inattention.

3.—When Passengers make claim for lost Baggage of any Station Agent or Baggage Master, he must take an accurate and particular description of the article lost, and of its contents and value, with the date and name of the Train, by which it was lost, and immediately forward the same to the Superintendent's Office, at Toronto, at the same time making diligent search for the missing article,

by enquiries or otherwise. Whenever any Baggage remains unclaimed at a Station more than one week, the Agent must attach a Card to it, stating from what Station it is sent, and where and by what Train it was left, and it must then be forwarded to the Company's Office, at Toronto. In no case is any person connected with the Railroad authorised or permitted to take charge of an article to be carried in a Passenger Train, unless the owner thereof accompanies it.

4.—Eighty pounds of Personal Baggage is allowed to each Passenger, and all articles other than personal Baggage, and all personal Baggage in excess of that amount, must be charged for at double first class rates, for Freight on the Freight Trains.

5.—In all cases where money is collected by the Baggage Master for Extra Baggage, he shall if attached to the Train, hand the same to the Conductor, with a memorandum of the amount and the names of the persons from whom he received it, and if the payments for extra Baggage, is received by Baggage men attached to any Station or Depot, he must hand the same to the Station Agent, with a memorandum of the amount, the quantity of Baggage, and the names of the persons from whom he received it.

6.—Baggage men attached to a Train, must be at the Station from which their Train starts, at least 30 minutes previous to the time appointed for the starting of his Train, and must receive passengers' Baggage, lable it, and arrange it in the Baggage Car; so that no delay can occur in finding it at the stopping places.

7.—He will be under the general direction of the Conductor, and must assist in such Train duties as he requires.

BRAKEMEN.

1.—The Brakemen (such number of whom will be appointed to each Train, as the Superintendent may from time to time direct), are to be under the orders of the Conductor while on duty.

2.—There will be a **head Brakeman** to each Train, whose duty, while the Train is in motion, will be to ride on the Rear Platform of the hind Car; and in this place—in addition to applying the Brakes on Signal—it will be his duty to observe the state of the Track, and to Report any thing he may observe to be wrong, to the Conductor between each Station. He will also, at night, see that the Tail Lamps are properly attached to the Train, and that they are trimmed and, in good order. It will be his **urgent duty**, whenever his Train is stopped from accident or otherwise on the Main Track, not at a regular stopping place, to **proceed back** the prescribed distance with the proper **Signals**, (see Regulations for Running Trains and Signals) to stop approaching Trains; and this duty must be performed **promptly**, on ascertaining that a detention will take place.

3.—The head Brakeman will also have charge of Coupling the Cars, and must be careful to inspect the condition of the Brakes and Wheels—reporting any defects he may observe—and do such other duty as the Conductor may direct.

4.—The other Brakemen will be stationed on such part of the Train as the Conductor may direct, and will take their orders from him:—they are to apply the Brakes, on approaching Stations; but not with so much

force as to **slide the Wheels,** which they are carefully to avoid doing, unless in cases of urgent danger. They are to examine the Wheels and Bearings, and to "**Oil up**" when necessary; and at Stations, they are to keep the Cars in good and clean condition.

5.—**All** Brakemen will be required to assist in making up the Trains; and on Freight Trains, they are to **assist** in loading or unloading **freight,** when required so to do, by proper authority.

6.—They are especially enjoined to be **civil** and **obliging** to **passengers;** but must **not,** on any account, allow any one to **ride on the Platform** of the Cars—but they must invariably ride on the platforms themselves, so as to be ready, **instantly, to apply the Brakes,** on the proper Signal being made.

SWITCHMEN.

1.—The first and **most important** duty of every Switch Tender, is to see that the Switch **points** to the **Main Track,** and that it is **locked there** when not in use.

2.—He shall also do such Switching as may be required of him by the Station Master, or of the person in charge of the Depot or Station at which he is placed, or by Enginemen and Conductors.

3.—He will be responsible for displaying the **Signals** prescribed by the regulations of the road to be made at his Switch, and must therefore make himself thoroughly acquaiuted with such parts of the regulations as relate to Signals.

4.—One Month's Pay of each of the Switch Tenders, will always be retained in the hands of the Company, and this with all other arrears will be forfeited to the Company, if any damage result from his carelessness or inattention, or from his leaving ths Switch in a wrong position.

5.—Generally the Switch Tender will be under the control of the Station Master, and must do such service as he may require about the Station, in addition to the above named duties.

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MASTER OF TRACK REPAIRS.

1.—The Track Master will have charge of all repairs on that division of the road on which he is placed.

2.—He is to see that the Track and all structures are kept in good repair; he will in all cases report to the Superintendent any extraordinary repairs that may be required, either to the permanent way or to the structures connected therewith, at the same time in any case of emergency he is to use his best judgment to remove any obstruction that may exist to the regular and safe passage of the Train.

3.—He is also to see that the Fences are kept up in an efficient state of repair, and that the road-crossings are properly maintained.

4.—He will make requisitions in the prescribed forms on the Storekeeper, for all Tools or materials that may be required for the Repairs or other works under his charge.

5.—He is to cause all Tools used by the men under him to be charged to them, and to see that their value is retained out of their wages, until the said Tools are returned into the possession of the Company.

6.—Generally he must to the best of his ability cause all works placed under his charge to be performed in a manner best calculated to serve the interests of the road, and with due economy:—he must also take care that all section men properly perform their duties and observe all the prescribed precautions for the safety of the Road while employed thereon, duly reporting all neglect of duty on their part, and dismissing such as may appear, either from incompetence or neglect, unfit to remain on the road.

7.—It will further be his duty to report any departure from the regulations of the Road, that he may observe on the part of Engineers or others employed on the Trains while moving over his division.

8.—In case of accident to a Train, he will afford every assistance at his command, either to repair the Track or to forward the Train, and he is to instruct his section men to the like effect. All Gravel and Repair Engines are to be at the service of the regular Trains wehnever they may be actually required.

9.—Whenever it is necessary to displace any of the permanent way, or when any obstruction exists on the Track, a Red Flag, or Lantern, must be placed on the Track, at least **80 rods** each way from the place; and where the Track is being raised for Ballasting, or otherwise deranged, so as to make it unsafe for Trains to pass at full speed, a Red-coloured Flag (Red and White), is to be placed **40 (forty) rods** each way from the place. The Track Master must see that his section men do this duty.

10.—He will take care to make himself thoroughly acquainted with the regulations of the road, and with the Time Tables that are issued from time to time; he must also see that his section men are sufficiently acquainted with the same, and that they are provided with printed copies thereof, and with proper Signal Flags—Lamps, or otherwise, required by the Regulations.

11.—He must arrange his section men so that every part of the Track is examined at least once, each day—and oftener, if posssble—and this examination should, as far

as possible, be made previous to the passage of the Morning Train. Much importance is attached to the efficient performance of this duty.

12.—He will direct the precautions to be observed by persons raising the Track for Ballasting.

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BALLASTING AND OTHER IRREGULAR TRAINS.

1.—The Conductors, or others in charge of Ballasting—Iron—Wood—or other Irregular Working Trains—are strictly enjoined to provide themselves with Time Tables, and to make themselves thoroughly acquainted with the Regulations of the Road.

2.—They are required to have with them the necessary Lanterns and Flags, for making the Signals, in use.

3.—They must **always**, after using a Switch, see that it is placed on the Main Track. This duty must **never be neglected**. Both Conductors and Enginemen of **all** Irregular Trains, are responsible for this duty.

4.—When loading, unloading, or standing on the Main Track, a **Signal** must be stationed **80 Rods** each way from the Train, if the view of the Road is obstructed.

5.—These Trains must invariably be on the siding **15 (fifteen)** minutes before a Regular Train is due.

6.—Engines, or men attached to these Trains, must be at the service of Regular Trains, in case of accident or emergency.

7.—They are **never** to take **Wood or Water** at **Regular** Stations, if it can be had at other places.

8.—Persons employed in raising the Track for Ballasting, will be subject to the directions of the Track Master, as far as regards the Regulations of the Road and the Signals.

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CONDITIONS OF SERVICE.

All persons in the employment of this Company will be dismissed for Intemperance, neglect of duty, disobedience of orders, from proper authority; and generally for non-observance of the Regulations of the Road, as hereinbefore detailed, as well as for the non-observance of the Regulations which may from time to time be communicated to them by the Superintendent, or by his orders.

For drunkenness and for non-observance of Rules and Regulations affecting the safety of Trains in addition to dismissal, they will at the discretion of the Superintendent, forfeit to the Company all arrears of pay—not exceeding one month—which may be in the hands of the Company at the time of the dismissal.

In addition to the above, the names of such persons will be forthwith communicated to all other Railway Companies with a statement of the cause of such dismissal.

A. BRUNEL,

Superintendent.

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I, the undersigned, being appointed as a

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in the service of the Ontario, Simcoe, and Huron Railroad Union Company, do hereby bind myself to obey the foregoing Regulations, as well as such additional or other Instructions as I may receive; and I hereby declare that the foregoing have all been carefully read over by me, and fully explained, and that I fully understand them, and have received a copy of the same.

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